

May 17, 2005

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TO: Organizational Unit Managers

FROM: 309/Human Resources Specialist, Organizational Development and Workforce Relations Branch, OHCM

SUBJECT: FY 2006 Request for Nominations for NASA's Development Programs

This is our annual request for nominations for three of NASA's Development Programs:

1. NASA's Leadership Development Program (LDP)
2. NASA's Fellowship Program
3. NASA Administrator's Fellowship Program (NAFP)

The call for these programs is combined to provide a more strategic approach to NASA's succession planning by allowing the Agency's Executive Development Educational Panel (EDEP) to assess all developmental programs against the total pool of available Agency candidates. Applications for the NASA's Leadership Development Program (LDP) and NASA's Fellowship Program for the FY 2006 year are due to the Organizational Development and Workforce Relations Branch (ODWRB) at Mail Stop 309 by **July 1, 2005**. Applications for the NASA Administrator's Fellowship Program (NAFP) are due by **October 7, 2005**.

Because the LDP and Fellowship are Agencywide leadership development programs designed to support NASA's succession planning strategy, managers should choose individuals for these programs who are expected to take on roles of broader responsibility upon their return to the Center (this does not imply a promotion). This may include increased responsibility, new assignments on Center or Agency teams, or other opportunities in which the returning participant can use and share his/her expanded learning and experience. Timing of these developmental experiences is critical to assure maximum return on investment and employee effectiveness.

NASA Leadership Development Program (LDP)

The LDP is a 12-month leadership program designed to strengthen a participant's ability to understand Agencywide needs and the role NASA plays in supporting National goals. It is a rigorous program that challenges participants to produce and be accountable for measurable results at Center, Agency, and societal levels. There is no limit to the number of nominees managers can submit to this program.

A full description of the program including information, selection criteria, and forms related to this program are electronically available through the LDP page located at <http://ldp.nasa.gov>. Please advise your employees to carefully review the program information.

LDP nominations will not be accepted unless the nominee has attended MIP (Managing the Influence Process) or MEP (Management Education Program) or has identified the date for which they are scheduled to take one of these two courses.

Each nominee is to submit the following paperwork to ODWRB. All forms are available on the LDP Web site noted above and the Langley Management System (LMS).

1. NASA Development Programs Application (NASA Form (NF) 1591, February 04). Previous editions of NF 1591 will not be accepted. On Page 3 of the form, leave Block #26 (Center Director's Written Comments) blank. Suggested written comments for the Director should be typed on a separate sheet of paper and submitted with the application. Please be sure candidates complete the gap analysis matrix on Page 4 of the application. To generate the matrix scores, candidates must complete the Self Assessment Toll at the following website:
www.creativesolutions-home.com/nasa/lmd/Assessment/Assessments.htm
2. Supplemental Attachment: NASA Leadership Development Program (NF 1591D, May 03).
3. Nominee's Center Individual Development Plan (IDP) (NASA Langley Form 405).

NASA Fellowship Program

The NASA Fellowship Program provides high potential employees with the opportunity to attend world-class academic programs as a means of enhancing their management and leadership capabilities. These programs provide an excellent opportunity for participants to study and work with individuals Governmentwide, nationally with industry participants, and globally with international students.

All documents, information, and related forms are electronically available through the NASA Fellowship Program page located at <http://fellowship.nasa.gov>. The eligibility criteria and requirements for fellowship programs can be found on Page 7 of the NASA Fellowship Program Guide. Organizational Unit Managers are to limit their nominees to no more than one nomination per program.

There is a high probability that the funding for Fellowship Programs next year will be significantly reduced. The Agency's EDEP has decided that due to this situation the following Fellowship programs **will not** be offered in the 2006-2007 cycle.

- Delft Institute of Technology Master of Space Systems Engineering
- MIT Sloan Fellows Program
- MIT Systems Design and Management Program Accelerated Leadership Option
- Stanford Sloan Fellows Program

It is expected that these programs will be offered again in the 2007-2008 cycle.

Fellowship nominations will not be accepted unless the nominee has attended MIP (Managing the Influence Process) or MEP (Management Education Program) or has identified the date for which they are scheduled to take one of these two courses.

Each nominee is to submit the following paperwork to ODWRB. All forms are available on the Fellowship Web site noted above and the LMS.

1. NASA Development Programs Application (NF 1591, February 04). Previous editions of NF 1591 will not be accepted. On Page 3 of the form, leave Block #26, (Center Director's Written Comments) blank. Suggested written comments for the Director should be typed on a separate sheet of paper and submitted with the application. Please be sure that candidates have completed the gap analysis matrix on Page 4 of the application. To generate the matrix scores, candidates must complete the Self Assessment Toll at the following website:
www.creativesolutions-home.com/nasa/lmd/Assessment/Assessments.htm
2. Supplemental Attachment: Fellowship Assessment and Cost (NF 1591C, May 03). This only applies to nominees for a Space Club Award or the Local Executive Program Option.

NAFP

The NAFP, an Agencywide initiative, is designed to enhance the professional development of NASA employees and science, technology, engineering, and mathematics faculty at minority institutions. As a "mission support" program, the ultimate goal is to enhance partnerships and collaborations between NASA and minority institutions that lead to increased diverse participation in NASA's overall research, development, and education initiatives.

Six Fellowships will be awarded to NASA career employees per year. During the first year, employee fellows will spend approximately 10-12 months teaching and conducting research at a minority institution. The second year, the fellows spend approximately 9-12 months in a professional development assignment(s) at NASA Headquarters, a NASA Center, a research University, an aerospace industry or other appropriate organizations. These assignments will provide NASA career employees with the experience and insight to help guide future NASA initiatives, positioning them for greater leadership responsibilities within the Agency.

Additional program information including a detailed program description, eligibility requirements, and application form are available through the NAFP Web site at <http://www.uncfsp.org/nasa/nafp>.

All nominations must have the employee's line management sponsorship.

The Executive Resources Panel (ERP) will recommend selections for programs to the Center Director. The Center Director will have final approval and will endorse the Langley nominees. The nominations are forwarded to the EDEP for final selections. Final selections

will be based on the needs of the Agency, the demonstrated potential of the nominees, and the match of the individual needs with program objectives.

If you have questions or need additional information, please contact me.

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cc:
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